

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

Administrative Assistant 2

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 Billion Dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

DESCRIPTION:

The Claims Administration Division is responsible for investigating and making determinations on claims made against the state for workers' compensation by state employees, employee property damage, tort liability and criminal injury compensation.

RESPONSIBILITIES:

- Handles claims assigned by the supervisor to determine eligibility in accordance with the Criminal Injuries Compensation Act.
- Evaluates claims, supporting documentation (e.g., medical bills, treatment notes, etc.) and processes payment for eligible bills within specified time allowed.
- Continually monitors progress of claims, deadline of claims, and evaluates documentation based on statutory and procedural criteria to make recommendations.
- Communicates written and verbal requests for information from medical providers, victim service providers, and etc.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited two-year college or technical school with an associate's degree in a related field

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.